**AMC Evening Hosts: 5:45 pm to 8:30 pm**

* Arrive at church a few minutes before 5:45 pm for dinner with our guests.
* Bring your cell phone.
* Feel free to bring your family, but let AMC FPLH coordinator know well in advance the number of people coming so we can provide plenty of food.
* Upon your arrival, check the Family profile information sheet and pick up name tags in the AMC FPHL binder located on top of the refrigerator in the kitchen. The first aid kit will be on top of refrigerator, as well.
* **REVIEW THE SAFETY AND SECURITY GUIDELINES** located in the binder.
* You will be eating with the families, please make them feel at home.
* Evening hosts and the families will not need to break down dinner tables and chairs after each meal.
* If there is a shortage of food, milk, or anything else that is needed, please notify the AMC FPLH coordinator.
* After dinner, everyone is responsible to help with clean up. Please make sure everything is put away in its place.
* The FPLH supply cabinet is located in the host bedroom. (Extra linens, hygiene, diapers, bath towels, paper towels and Kleenex are found in the cabinets) Keys to the cabinets are in the plastic sip envelope inside the binder on top of the refrigerator.
* Guests may use the shower located in the janitorial supply room in the life center, if needed this room is directly across the hall from the Week Day Learning Center office. You will need to unlock the door for them. The key is in envelope in the front of the binder. Often our guests will shower at the day center.
* You and the families will spend the evening in the open area of the 2nd floor education wing.
* We must provide a safe sanctuary for our guests: Children must always be supervised by two adults. You may, with parental permission, take the children outside to the fenced in playground or to the Life Center gym to play ball or exercise.
* Encourage quiet games or family movies, everyone is responsible for their own children.
* Overnight hosts will be there at 8:30 pm, if not, contact the AMC FPLH Coordinator.
* Please watch and listen for the overnight hosts arrival, when it is close to 8:30 pm. The overnight hosts may not know that you and the children are in the Life Center playing ball. Please introduce the guests.
* Families can stay up later and sleep in on the weekends as long as they are not disruptive and the overnight hosts are able to stay with them.
* You may complete the "Review of the Evening" form located in the FPLH binder if you would like to share information with the coordinator or other volunteers.
* Please notify the AMC FPLH Coordinator of any problems or concerns.
* FOR EMERGENCIES: (unless you need to call 911) call the AUMC FPLH Coordinator. The phone number is on the inside of the front cover of the AMC FPLH binder.
* Be mindful that these families are very aware of the routine, they do it every week at a different church!! Ask them for their input and suggestions.

Feel free to call the AMC FPLH Coordinator: Karen McConnell 713-824-1132